



Lauremont School is inviting applications from motivated, inspiring individuals for the position of:

Accounting Manager (1 Year Contract)

Lauremont acknowledges that we engage in learning on the traditional territory of the Anishinaabe, Haudenosaunee, Huron-Wendat, Métis, and Mississaugas of the Credit First Nation, all of whom call this land home

Lauremont is a leading independent day school in Richmond Hill, Ontario that offers the Montessori and International Baccalaureate pedagogies. We provide students from 18 months to Grade 12 the foundation for a life of goodness and excellence. Lauremont is a member of CIS Ontario and is accredited by Montessori Canada, CAIS and the IBO. Our Mission is to provide an inclusive educational experience which encourages every learner to become compassionate, curious and connected citizens in a complex and changing world. The school offers opportunities for professional development and the chance to work in a vibrant, collegial workplace.

Overview

Reporting to the Chief Administrative Officer and Controller, the Accounting Manager is responsible for supporting the School's financial operations, including full-cycle accounting, financial reporting, payroll support, banking administration, audit coordination, regulatory reporting, and financial systems administration. The role will work across payroll, accounts payable, and accounts receivable functions to support operational continuity and departmental coverage

Key Responsibilities and Duties:

Finance Team Supervision

- Provide day-to-day supervision, guidance, and support to assigned members of the Finance team
- Assist in prioritizing workloads and ensuring the timely completion of departmental responsibilities
- Support cross-training and knowledge sharing across finance functions, including payroll, accounts payable, and accounts receivable
- Participate in training, coaching, and performance management activities as required

Financial Accounting and Reporting

- Perform full-cycle accounting through to the preparation of financial statements
- Manage the monthly close process and financial statement preparation
- Ensure bank reconciliations are completed accurately and on a timely basis
- Review and reconcile entries from Accounts Receivable and Accounts Payable modules
- Prepare and review payroll, benefit, and pension entries and accruals
- Prepare all other general ledger entries as required



Payroll, Benefits and Pension Administration

- Develop and maintain a working knowledge of payroll operations and administration
- Provide support and guidance on payroll and benefit-related matters as required
- Perform payroll duties as required, including:
 - Semi-monthly payroll processing
 - Preparation of income tax, CPP, EI, and other remittances
 - Preparation of monthly benefit and pension plan contribution payments
 - Preparation of payroll entries, adjustments, and taxable benefits
 - Processing of T4s, T4As, and ROEs in accordance with statutory requirements
- Liaise with payroll, pension, and benefit providers, including UKG, OTPP, and benefit administrators
- Support the administration of defined benefit and defined contribution pension plans and employee benefit plans
- Work within the School's payroll and HR system, currently UKG

Banking and Cash Management

- Manage banking activities, including multiple bank accounts, electronic payments, and collections
- Support the administration of business credit cards and banking facilities
- Process and monitor EFT payments and collections, cheque payments, wire transfers, and online banking transactions
- Support fraud prevention and banking control procedures
- Maintain investment records and supporting documentation

Audit, Compliance and Regulatory Reporting

- Coordinate and support the annual external audit, pension audit, and regulatory audits as required
- Prepare schedules, working papers, reconciliations, and supporting documentation
- Prepare, manage, and submit required federal, provincial, and municipal filings and reports
- Complete regulatory and statutory reporting requirements, including:
 - HST filings
 - Payroll reporting
 - T4 and T4A reporting
 - T2202 Tuition and Enrolment Certificates
 - Child Care Receipts
 - Donation Receipts
 - Other required regulatory filings and submissions

Systems and Process Support

- Utilize financial and payroll systems to support efficient operations and accurate reporting
- Support the implementation, enhancement, and maintenance of accounting and financial systems
- Utilize technology and Artificial Intelligence (AI) tools, where appropriate, to improve accuracy, streamline processes, and strengthen reporting
- Contribute to process reviews and operational improvements within the Finance Department.



Stakeholder Support

- Liaise with staff, Department Heads, government agencies, financial institutions, and external service providers as required
- Complete finance and accounting-related responsibilities as assigned
- Support special projects and other finance-related initiatives as required

Note: This job posting is not intended to be all-inclusive. Employee may perform other related duties as assigned by the school.

Education/Experience/Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration, or a related field is required
- A CPA, CA, or equivalent professional accounting designation required
- Minimum five (5) years of progressive accounting and finance experience
- Experience supervising, coaching, or leading staff
- Experience with full-cycle accounting and financial statement preparation
- Experience supporting payroll administration, audits, banking activities, and regulatory reporting
- Experience working with accounting and payroll systems
- Experience supporting software implementation or system upgrades is considered an asset
- Experience with payroll administration, employee benefit plans, and defined benefit and defined contribution pension plans
- Experience working with accounting software, including General Ledger (G/L), Accounts Payable (A/P), and billing systems
- Strong understanding of banking operations, payment processing, and fraud prevention practices
- Advanced proficiency in Microsoft Excel, Word, PowerPoint, and other Microsoft Office applications
- Excellent communication skills, both written and verbal
- Strong attention to detail and accuracy
- Proven ability to manage competing priorities and work effectively in a fast-paced environment.
- A satisfactory current Vulnerable Sector Check
- A satisfactory current Child Welfare Record Check from CAS
- Current Standard First Aid, CPR, and AED certification

Salary Range: \$70,000-\$100,000/annually

Lauremont School does not utilize Artificial Intelligence (AI) in the screening, assessment, or selection of applicants.

How to Apply:

If you believe that an innovative, inclusive and highly collaborative environment is the perfect fit for your career goals, please submit your resume along with a cover letter explaining your suitability for this role to: **Human Resources at hr@lauremontschool.ca**.

We thank all applicants in advance. Only those selected for an interview will be contacted. This job posting is for an existing vacancy. This job posting is for an existing vacancy. Applications will be reviewed on an ongoing basis and the posting will remain active until the position is filled.



Lauremont is an equal opportunity employer. We provide any needed accommodations as laid out in the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Promoting diversity is one of our core values and we are committed to fostering an inclusive and welcoming culture within our school community. For more information about Lauremont, please visit our website at www.lauremontschool.ca